



Request for City Council Committee Action From the Department of City Coordinator

Date: April 29, 2002

To: Council Member Barbara Johnson, Chair
Ways & Means/Budget Committee

**Subject: New Central Library Project – Change Management
Procedures**

Recommendation:

Approve the New Central Library Implementation Committee recommendation of a Change Management Process for the New Central Library Project (4400 908 9080)

Previous Directives:

May 18, 2001 approval of the New Central Library Project Scope, Budget and Schedule

August 24, 2001 authorization to execute a contract with M.A. Mortenson/Thor for construction management services for the New Central Library Project.

March 1, 2002 approval of the recommendation that the New Central Library and Planetarium be built on the current library block.

Prepared/Submitted by: Richard A Johnson, Project Coordinator _____

Approved by: John Moir, City Coordinator _____

Presenters in Committee: Richard A Johnson, Project Coordinator

Financial Impact (Check those that apply)

- ☒ No financial impact - or - Action is within current department budget
(If checked, go directly to Background/Supporting Information)
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☐ Other financial impact (Explain):
- ☐ Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact (use any categories that apply)

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

Background/Supporting Information

It is necessary to adopt a change management process for the New Central Library Project to handle construction changes that will need to be made during the course of the project. In many cases, to keep the project on track and on budget, changes will need to be authorized prior to formal approval by the City and Library Board.

To handle these changes and ensure their authorization by appropriate City and Library officials, a Change Management Process has been developed (attached) that is based on the process used for the Convention Center and Convention Center Expansion projects.

Three levels of Change Management Boards are established. The dollar authority threshold for the boards is \$50,000, \$150,00 and above \$150,000. The authority thresholds are slightly higher than those used on the Convention Center projects (\$25,000, \$125,000 and above \$125,000).

The New Central Library Implementation Committee approved the enclosed Change Management Process on April 16, 2002.

Richard Johnson will be available at your committee to respond to any questions you might have.